

RESOLUTION No. 2007-30-537

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, ESTABLISHING GUIDELINES FOR AWARDS, PRESENTATIONS AND LETTERS OF SUPPORT; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the demand for various awards or presentations are constantly being made to the Mayor and Members of the City Council, and

WHEREAS, the City Council would like to ensure that presentations and awards are only given to those individuals, groups or entities, who have had a positive impact on the City of Miami Gardens and/or its residents, and

WHEREAS, the Mayor is the ceremonial head of the City in accordance with Section 2.1(3) of the City's Charter, and as such has the authority to make the final determination of whether presentations and awards are deemed appropriate, and

WHEREAS, due to staff time, other duties and responsibilities, and costs associated with such requests, the City Council would like to establish guidelines for presentations and awards, and

WHEREAS, oftentimes parties approach the individual members of the City Council for letters of support for various matters, and

WHEREAS, since the City Council is only authorized to act as a body, individual members of the Council are not able to offer the City Council's support for any matter, and

WHEREAS, letters of support issued in the Mayor or a Councilmember's capacity as an officer of the City should be approved by the City Council before being issued, and

WHEREAS, if letters of support are discussed prior to being issued, members of the Council or City staff who have concerns relative to the letter(s) can address those

concerns at that time,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. ESTABLISHING GUIDELINES: The City Council of the City of Miami Gardens hereby establishes the following guidelines for awards, presentations and letters of support:

A. **AWARDS AND PRESENTATIONS:**

As determined by the Mayor, as the ceremonial head of the City, awards and presentations given by the City of Miami Gardens, shall be issued as follows:

1. PLAQUES: Plaques may be given to individuals or organizations for extraordinary achievements that positively benefit the City of Miami Gardens and/or its residents.
2. KEYS TO THE CITY: Keys to the City shall only be awarded to dignitaries and notable individuals for extraordinary achievements that positively benefit the City of Miami Gardens and/or its residents and the Nation at large.
3. PROCLAMATIONS: Proclamations may be given to individuals or organizations to commemorate a special event or day having a positive impact on the City, and shall be approved by the City Council. Only one proclamation can be issued proclaiming a particular day, unless otherwise authorized by the City Council.
4. RESOLUTIONS OF SYMPATHY OR CONDOLENCE: Resolutions of Sympathy or Condolence may be given to express sympathy in the event

of death, and shall be issued upon the written request of the Mayor or City Council Member.

5. **CERTIFICATES OF APPRECIATION:** Certificates of Appreciation may be issued to individuals or organizations that perform outstanding deeds through volunteer service to the City. Certificates of Appreciation may be given by City Departments, through the City Manager, for assistance with City programming. The Mayor shall sign all Certificates of Appreciation.

6. **COMMENDATIONS:** Commendations may be issued to individuals or organization to honor heroic acts.

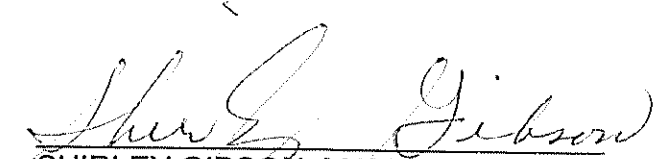
B. **FORM OF REQUESTS:** The Mayor, City Council members, and the City Manager may make requests for presentations and awards. All such requests must be submitted to the City Clerk, in writing, on a form to be provided by the City Clerk, with the necessary backup documentation to the City Clerk within 20 days of presentation of the presentation/award, except that resolutions of sympathy or condolence given to express sympathy in the event of death, shall be issued upon reasonable notice. The Mayor shall approve all requests first. This section shall not apply to years of service, or exceptional service awards given to City staff by the City Manager.

C. **LETTERS OF SUPPORT:** All letters of support issued any member of the City Council, shall first be approved by the City Council as a body. The Mayor and City Manager shall have the authority to execute letters of support in the event of exigent circumstances, without the necessity of Council approval.

Section 3. **EFFECTIVE DATE:** This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI

GARDENS AT ITS REGULAR MEETING HELD ON JANUARY 24, 2007.

  
SHIRLEY GIBSON, MAYOR

ATTEST:

  
RONETTA TAYLOR, CMC, CITY CLERK

Prepared by SONJA KNIGHTON DICKENS, ESQ.  
City Attorney

SPONSORED BY: MAYOR SHIRLEY GIBSON

MOVED BY: Mayor Gibson  
SECONDED BY: Councilman Campbell

**VOTE: 7-0**

Mayor Shirley Gibson	<u>  x  </u> (Yes)	<u>      </u> (No)
Vice Mayor Oscar Braynon, II	<u>  x  </u> (Yes)	<u>      </u> (No)
Councilman Melvin L. Bratton	<u>  x  </u> (Yes)	<u>      </u> (No)
Councilman Aaron Campbell	<u>  x  </u> (Yes)	<u>      </u> (No)
Councilman André Williams	<u>  x  </u> (Yes)	<u>      </u> (No)
Councilwoman Sharon Pritchett	<u>  x  </u> (Yes)	<u>      </u> (No)
Councilwoman Barbara Watson	<u>  x  </u> (Yes)	<u>      </u> (No)

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# *City of Miami Gardens*

1515-200 NW 167<sup>th</sup> Street  
Miami Gardens, Florida 33169



Mayor Shirley Gibson  
Vice Mayor Oscar Braynon II  
Councilman Melvin L. Bratton  
Councilman Aaron Campbell Jr.  
Councilman André Williams  
Councilwoman Sharon Pritchett  
Councilwoman Barbara Watson

## MEMORANDUM

**To:** Honorable City Council

**From:** Shirley Gibson  
Mayor

**Date:** January 24, 2007

**Re:** Resolution establishing guidelines for awards, presentations and letters of support.

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The Mayor's Office as well as the City Clerk's Office has been inundated with request for Proclamations, Commendations, etc. This resolution would establish guidelines to ensure that presentations and awards are only given to those individuals, groups, or entities, who have had a positive impact on the City of Miami Gardens and or it residents.

### **RECOMMENDATION:**

It is recommended that the Council approve this resolution.

**K-1) RESOLUTION  
GUIDELINES FOR AWARDS**



## MAYOR'S OFFICE DOCUMENT REQUEST FORM

**ALL REQUEST MUST BE MADE 20 DAYS PRIOR TO THE PRESENTATION  
EXCEPT FOR CONDOLENCE RESOLUTIONS  
PHONE: 305-622-8003 FAX: 305-622-8001**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Staff: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Office/Dept./Agency/Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Date Required: \_\_\_\_\_

PLEASE PRINT NAME/TITLE AND DATE AS YOU WANT IT TO APPEAR ON THE DOCUMENT(S)

**IMPORTANT: Please include background information  
Special Recommendations:**

### DOCUMENT REQUESTED

- ☐ Proclamation  
☐ Commendation ☐ Seat Commendation  
☐ Certificate of Appreciation ☐ Salutes  
☐ Congratulatory Certificate (Birthday, etc.,)  
☐ Sympathy Resolution  
☐ Distinguished Visitor

Frame Yes ☐ No ☐

### For City Clerk's Office Use Only

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM Date of Event: \_\_\_\_\_

Received by: \_\_\_\_\_ Date Required: \_\_\_\_\_

Document Title: \_\_\_\_\_ Work Order Number: \_\_\_\_\_

Product picked up by: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please Print)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_

# Office of Protocol

City Hall  
3500 Pan American Drive  
Miami, FL 33133

## Recent Presentations

[Presentations](#)

[Photo Gallery](#)

## Our Mission

The Office of Protocol of the City of Miami, created by Resolution 01-94, January 25, 2001, represents the ceremonial face of our City Government by performing technical and professional goodwill and honorary functions on behalf of the Mayor, the five Commissioners or the City Manager, issuing timely, state-of-the-art gifts and documents of tribute and serving as a competent, highly trained professional resource to address issues of ritual, procedure and precedence and to illuminate codes of behavior for local and international diplomacy

The Office is commissioned to fashion first-rate documents of homage appropriate to the occasion and to offer guidance and expertise in writing and editing documents of protocol for the City of Miami.

## Our Goals

1. To serve as a knowledgeable resource for appropriate documents and advice regarding tributes and accepted rules of precedence, ceremony and procedures of practical government protocol.
2. To apply professional standards and the very highest quality in the preparation of appropriate tributes to honor local citizens and distinguished guests and to commemorate important occasions chosen for recognition by the Mayor and/or five Commissioners of the City of Miami.
3. To use financial prudence in the selection and allocation of Protocol gifts of tribute and professional vigilance in monitoring the acquisition and distribution of these items.
4. To serve as an intermediate agency of information and goodwill and an oasis of respect between our government, the people we serve and those with whom we do business.
5. To serve as the centralized point for all protocol requests and relevant orders from the Offices of the Mayor and five Commissioners.
6. To maintain an efficient and productive working environment in order to sustain the openness and availability of services, assure the maintenance and updating of tributes and monitor and inventory Protocol gift items and other office essentials.

## **Our Staff and Contact Information**

Wallis H. Tinnie, Ph.D.  
Protocol Officer  
[wtinnie@ci.miami.fl.us](mailto:wtinnie@ci.miami.fl.us)  
(305) 250 - 5307

Maritza Arroyo, B.A.  
Assistant to the Protocol Officer  
[marroyo@ci.miami.fl.us](mailto:marroyo@ci.miami.fl.us)  
(305) 250-5315  
FAX: (305) 250-5322

## **Overview of Protocol Services**

The Protocol Office, acting at the behest of the City Manager and on behalf of the mission established by an official ordinance, strives always to honor the trust of the people of the City of Miami whom we serve. We function to ensure the availability of a process that allows the preparation of documents of homage or other tributes appropriate to the occasion to reflect our City's high regard for accomplishments, philanthropy and service and our continuing respect for venerable occasions and distinguished leadership.

Tributes may commemorate local, national or international events, may honor outstanding individuals, including visiting dignitaries, may hail accomplishments in the arts and sciences and extraordinary contributions to the economic, environmental, civic, social and spiritual well-being of the City of Miami.

Documents and other items of tribute may bear the Official Seal of the City of Miami and may contain the signature of the Mayor and/or one or more members of the Commission, depending on the occasion. By virtue of their official nature and the prestige of the office of the elected representative signing the document, the items of tribute, filed and recorded for posterity, have intrinsic merit and possess the official weight of historical significance.

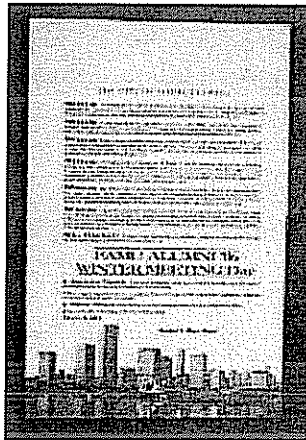
## **Guidelines for Submission of Requests for Tributes**

1. All requests for Protocol items must come to the Protocol Office via the Mayor or one of the five City of Miami Commissioners in Districts one through five. Therefore, anyone seeking recognition for a person or event should contact the office of one of our six elected officials in a timely manner.
2. Requests sent to the Protocol Office by the elected official are submitted on a Request for Protocol Document Form which comes in triplicate. Requester should attach to this form all necessary and relevant background information for the event, occasion or individual to be honored, e.g., history of event, organization, or occasion; an invitation or descriptive flyer; a press release; a biography of honoree that connects the honoree to the event/occasion for which the honor is being conferred (preferable to a resume). The requester should confirm the following: spelling of names; accuracy of dates; and details of events or connection.



- of honoree to the event/occasion for which the honor is bestowed
3. Decisions regarding the nature of the tribute are made by the elected officials who use the Criteria for Documents as the measurement for their decisions. However, the Protocol Office is available to assist with suggestions for appropriate items of tribute.
  4. All requests should be in the office of the elected official at least one month (30 days) prior to the recognition occasion

### Criteria for Protocol Documents

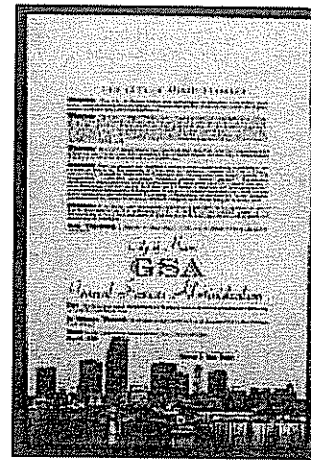


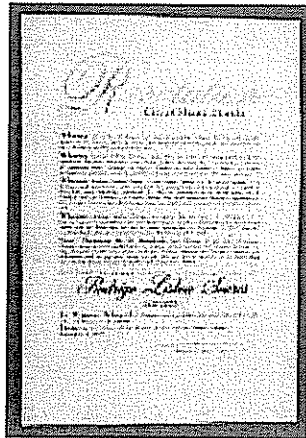
#### **The Proclamation**

In order to commemorate significant past events, recognize occasions of local, national or international importance, or honor organizations whose work has made a critical impact on elevating the quality of our lives, local authorities may choose to designate (proclaim) a day, week, month or year to honor the designated occasion as an exemplary historical circumstance. The issuance of the proclamation is limited to a special event related to an official commemoration held in the City of Miami or representing interests in the City of Miami. It is intended that the proclamation should be issued by the Mayor to honor the event, occasion or organization and that it be awarded to organizations rather than to individuals.

#### **The Commendation**

In order to pay tribute to outstanding civic leadership of exemplary initiatives, extraordinary acts of valor or philanthropy, or other continuing efforts on behalf of the betterment of our citizenry, commendations are issued by the Mayor and/or City Commissioners. The commendation represents a distinctive award of great substance to honor exceptional performance and individual merit in business, education, economics, health care, arts and sciences, the non-profits and other areas of our City.



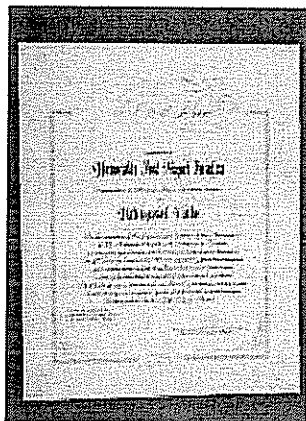
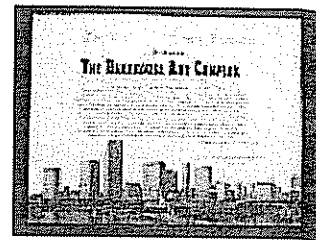


### The Resolution

The Resolution of Condolence, usually registered in the official records of the Office of the City Clerk, is prepared to express sympathy to the families of individuals who have left an impressive legacy to the world community, most especially, to the families of fallen peace officers. The Resolution of Intention is offered as a ceremonial affirmation of special city/mayoral initiatives and collaborations

### The Salute

This document is prepared to honor individuals or organizations who deserve special recognition for exemplary dedication and service in elevating the quality of life in the City of Miami.

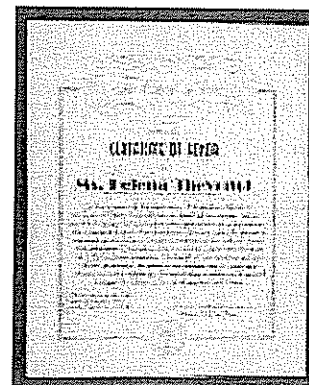


### The Distinguished Visitor/Citizen Award

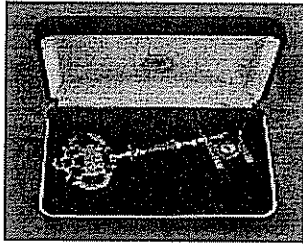
Citizens and Visiting Dignitaries of extraordinary merit deserve special recognition for their contributions to the world community. This certificate is offered to honor this outstanding work

### The Certificate/of Achievement, Honor, or Merit.

Individuals deserve special acknowledgment for their contributions to the community. Certificates offer officials the opportunity to express appreciation for those who perform acts of kindness and general benevolence and for those who excel in various activities that contribute to making Miami a world-class City.



### Criteria for Tributes of Distinction\*\*

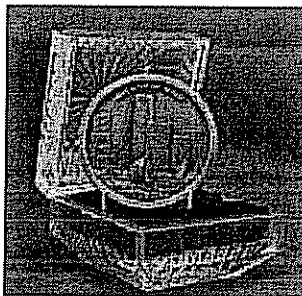
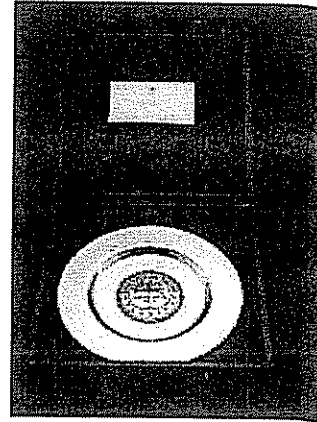


### **Key to the City**

The Key to the City, the highest tribute bestowed by the City of Miami, is given at the discretion of the Mayor or her/his Designee. It is usually awarded to high-ranking national and international dignitaries and luminaries in many fields of endeavor.

### **The Silver Plate**

The Silver Plate, an artifact created to honor the Seal of the City of Miami, is given at the discretion of the Mayor or members of the City of Miami Commission. It is usually awarded to organizations, corporations and businesses, in addition to national and international dignitaries.



### **The Silver Medallion.**

The Silver Medallion, a 3" circular relief of the City of Miami skyline, given at the discretion of the Mayor or any of the City Commissioners, pays homage to noteworthy contributions to cultural, economic, and social initiatives performed locally, nationally or internationally.

### **The Crystal Tribute**

The Crystal Tribute is a special item presented at the discretion of the Mayor and/or members of the City Commission. It is conferred on very special and rare occasions.



### **The City Flag**

The City Flag, its green and orange reflective of the colors of summer lawns and summer sunsets, is an emblem of the intense tropical beauty of the City of Miami. It represents our unity of purpose as one community and is presented to honor special occasions of communal interest, military personnel and visiting

dignitaries of other countries,

**Books – The American Eagle/ Miami  
Then and Now**

These two books are presented to visitors as reflections of South Florida history and lifestyle. The American Eagle is presented to international visitors to honor the work of Coconut Grove environmentalist, the late Marjory Stoneman Douglas; Miami Then and Now honors Miami's past (and present), including Historic Miami City Hall, the Old Pan American Seaplane Base Building, circa 1930.

